dhrm

Recruitment Management System (RMS) Upgrade Update

RMS HR Users,

Please note several important updates below regarding the upcoming RMS Upgrade to PeopleAdmin 7. Included in this communication are the following topics:

- þ Implementation Timeline & Agency Actions
- þ Records Management - Key Points
- þ Training Reminder
- þ RMS Upgrade - PeopleAdmin 7 Web Page
- þ Web Browser Recommendations

Implementation Timeline & Agency Actions

¨ **April 3, 2015:** A final data load will be generated to transfer open and closed job postings and user accounts from the current RMS to the upgraded RMS (PeopleAdmin 5.8 to PeopleAdmin 7). Applications and documents associated with these postings will not be transferred to the upgraded RMS. Job postings and user accounts created in the current RMS after the April 3rd data load transfer will not transfer to the upgraded RMS. These job postings and user accounts will need to be manually added to the upgraded RMS.

¨ **April 15, 2015**: All posted jobs in the current RMS (PeopleAdmin 5.8) must be closed by **5:00 pm on April 15, 2015**. This important preparation step will allow agencies to continue to manage job postings to a final status but will prevent applicants from continuing to submit applications to the current RMS.

¨ **April 16 - April 20, 2015**: Agencies can post new jobs in the updated RMS (PeopleAdmin 7) with job open dates on or after **April 21, 2015**.

¨ **April 21, 2015**: The expected implementation date for the upgraded RMS is **April 21, 2015**.

¨ Attached is a calendar with key action dates to aid you in planning to take the key steps outlined in this communication.

¨ More information with details on how to perform some of the specific actions noted will be provided in upcoming communications.

Records Management - Key Points

♦ **Final Data Load for Open and Closed Job Postings (April 3, 2015):** Job postings in an open or closed status will be transferred to the upgraded RMS to allow agencies to create new postings from previous postings. Applications and other documents associated with these postings will not transfer but will continue to be available in the current RMS (PeopleAdmin 5.8) until **April 20, 2016**. The job postings that are transferred to the upgraded RMS will be imported into a "Draft" workflow state and agencies will need to bulk move the job postings to the "Imported 5.8" job posting status.

♦ **Final Data Load for Filled and Cancelled Job Postings (April 3, 2015):** Job postings that are in a filled or cancelled status will not be transferred to the upgraded RMS. These postings and associated applications and documents will be available in the current RMS until **April 20, 2016**.

♦ **Final Data Load for RMS User Accounts (April 3, 2015):** All RMS Human Resources and Hiring Manager user accounts will be transferred to the upgraded RMS. Current username logins will transfer but current passwords will not be imported. RMS Users will use the current username as the username and password when first logging in to the upgraded RMS. The system will then prompt users to identify a new password. Additionally, RMS users will be able to use the same login on the HR portal and on the applicant portal. This means that RMS users will not need to create a separate login when applying to job postings.

♦ **Managing Current RMS (PeopleAdmin 5.8) Records - Continuous Recruitments:**
Continuous recruitments job postings must be closed in the current RMS by **5:00 pm on April 15, 2015**. These postings will be available in the current RMS until **April 20, 2016**. If your agency has active continuous recruitments in the current RMS prior to the implementation of the upgraded RMS on **April 21, 2015**, the records and applicants who have applied will remain in the current RMS. If your agency plans to continue these continuous recruitments, they must be reposted in the upgraded RMS between **April 16 and April 20, 2015 with a job open date on or after April 21, 2015**.

Applicants that are still under consideration for these postings in the current RMS should be screened using your agency's internal recruitment process. Applicants should "age-out" of the pool after 90 days from the date they applied to the position. At this point, change the applicant status to "90 Days Expired From Pool". This status change will notify applicants that they are no longer under consideration and that they must reapply to be considered for the position. These applicants will need to apply to the new job posting that has been created in the upgraded RMS. After all applicants have "aged-out" of the pool, you should move the job postings to a final status of "Filled" if you have hired a candidate from the pool or "Cancelled" if you do not hire a candidate from the pool. This process will end the continuous recruitment in the current RMS.

♦ **Current RMS Records Retention:** The current RMS will be deactivated on **April 21, 2016**.

After deactivation, the current RMS and its records will be stored offline by PeopleAdmin for 3 years. During this time, designated DHRM staff are authorized to request temporary access to the stored information as needed. Guidelines and requirements for agencies requesting these stored records will be sent to agencies. DHRM will receive a final version of the reporting database and corresponding documents as a permanent record.

Training Reminder

♦ You should continue to use the [Practice Site](#) to become more familiar and experienced with navigating and using PeopleAdmin 7.

♦ If you have not already started training other RMS users in your agency, we recommend that you do this now to allow for sufficient time before the targeted implementation on **April 21, 2015**.

RMS Upgrade - PeopleAdmin 7 Web Page

♦ Information about the [RMS Upgrade to PeopleAdmin 7](#) can now be found on the DHRM website. The webpage includes general information, frequently asked questions about the upgrade, and resources and tools for employees, managers, and Human Resources. Please be sure to check this page to access information about the upgrade including any communications that you may have missed.

Web Browser Recommendations

♦ Firefox and Google Chrome are the preferred web browsers for the upgraded RMS (PeopleAdmin 7). Internet Explorer 11 and above will also work. However, versions below Internet Explorer 11 do not work effectively with PeopleAdmin 7.

Please continue to submit questions and suggestions to rmsinquiry@dhrm.virginia.gov.

Thanks!

RMS Upgrade Team **dhrm**